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CITY OF KANKAKEE
KANKAKEE COUNTY, ILLINOIS
SOUTH SCHUYLER AVENUE BIKE & PEDESTRIAN ROADWAY IMPROVEMENT PROJECT

CITY CLERK
CITY OF KANKAKEE

The City of Kankakee is requesting qualifications from qualified Consulting Engineering Firms to perform Construction Engineering services for the South Schuyler Avenue Bike and Pedestrian Roadway Improvement Project. The evaluation criteria and weighting for this project is as follows: Technical Project approach (10-30%), Firm Experience (10-30%), Specialized Expertise (10-30%), Staff Capabilities (Prime/Sub) (10-30%), Work Load Capacity (10-30%), Past Performance (10-30%), Local Presence*, Participation of Qualified and Certified DBE Sub-consultants* (*The combined total of these two items cannot exceed 10%).

The Request for Qualifications package may be obtained by contacting Barbi Brewer-Watson, via email, bjbrewer-watson@citykankakee-il.gov or telephone 815.933.0506. The Request for Qualifications package contains a detailed description of the project, conflict of interest forms, and specific requirements for the format and content for submission.

All qualifications shall be sealed in an envelope marked "City of Kankakee – South Schuyler Avenue Bike and Pedestrian Roadway Improvement Project". Sealed qualifications will be received at The Office of the City Clerk, 304 S. Indiana Avenue, Kankakee, Illinois 60901, until 4:00 P.M. on Friday, August 20, 2021. The technical proposal must not contain any cost information. All proposals shall include a conflict of interest form.

Qualification packages will be evaluated, and the selected consultant will be notified by the City of Kankakee.

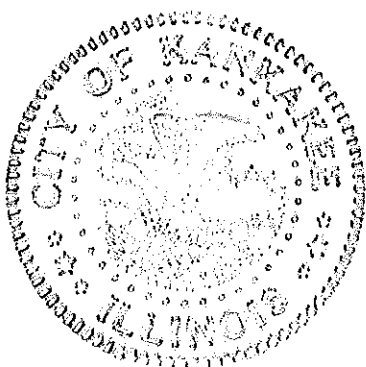
The right is reserved to reject any or all qualification packages, to waive technicalities, or to advertise for new qualifications, if in the judgment of the Mayor and City Council their best interests will be promoted thereby.

The Owner reserves the right to reject any or all qualifications and to waive technicalities.

BY ORDER OF:



STACY GALL, CITY CLERK
CITY OF KANKAKEE



Request for Qualifications
South Schuyler Avenue Bike and Pedestrian Roadway Improvements
IDOT Section Number 20-00285-00-ST
Construction Engineering
City of Kankakee, Illinois

The City of Kankakee is requesting qualifications from qualified Consulting Engineering Firms to perform Construction Engineering services for the South Schuyler Avenue Bike and Pedestrian Roadway Improvements Project. The project is located within the City of Kankakee and begins on the north end at Station Street and will run south through River Street intersection, then along South Schuyler Avenue over the Kankakee River on the IDOT Bridge, and then continue south along south Schuyler Avenue and terminate just north of Charles Street. The services to be provided under this project are described in the Scope of Services section of this proposal. All work must be in accordance with FHWA, IDOT and City standards as required for approval.

The Project Scope/Description:

The proposed improvements include, milling and resurfacing of South Schuyler Avenue, curb bump outs, ADA ramp improvements, landscaping improvements, signal head modifications at River Street intersection as well as reflectors and lane configurations along the route to accommodate on road bike lanes and elimination of a northbound through lane across the bridge to allow for dedicated left only turn lanes on the north and south sides of the River Street intersection.

The City has already completed Preliminary Engineering for this project and no rights of way are required for construction. The City of Kankakee anticipates this project being on the January 2022 IDOT letting with construction beginning in Spring of 2022 and completion by the end of 2022.

Project History:

The City of Kankakee undertook Preliminary Engineering for South Schuyler Avenue and applied for an ITEP Grant Application in late 2020 and were awarded an ITEP grant for Construction and Construction Engineering Services in June 2021.

Timetable for completion of Construction Engineering services is roughly 365 days from the date of the notice to proceed from the City of Kankakee.

FUNDING:

The funding of the Construction Engineering portion of the project will be funded by ITEP and State of Illinois funds.

EVALUATION

The selection of the consultant will follow the Qualification Based Selection for Consultant Engineering Services (QBS) process outlined in chapter five of IDOT's Bureau of Local Roads and Streets manual.

MINIMUM SCOPE OF SERVICES – CONSTRUCTION ENGINEERING

- Attend IDOT Preconstruction meeting with all parties to discuss project schedule and issues.
- Conduct a local preconstruction meeting on site to discuss and concerns, commitments, or issues.
- Set up field books, quantity books, diary, and other forms of documentation including CMMS.
- Provide a resident engineer for required daily activities such as: observing the progress and quality of the work and determining if the work is proceeding in accordance with the contract documents. Maintain site presence when the contractor is working. Disapprove any work failing to conform to the contract documents and immediately inform City and IDOT representatives. Verify that there are no deviations from the contract documents unless authorized by City and IDOT representatives.
- Keep inspector's daily reports and quantity book records up to date. Also maintain project diary noting all necessary observations. Advise if contractor is falling behind schedule. Submit weekly reports from ICORS to IDOT and the City.
- Provide geometric control including all construction staking and construction layouts.
- Coordinate all Quality Assurance services in accordance with IDOT practices and procedures. Provide qualified personnel to perform testing for all materials.
- Inspect, document and inform the City of the maintenance of traffic control in accordance with IDOT standards.
- Prepare all partial and final payment estimates, change orders, records, documentation and reports required by the City and IDOT for approval.
- Provide revised contract drawings to reflect as built conditions.
- Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the engineer.
- Obtain material acceptance certifications as materials are incorporated into the project to expedite project closeout.
- Monitor and document erosion control and ensure conformity with the plans and standards.
- Perform final inspection with the IDOT, the City representative, contractor, and all applicable utilities to finalize punch list. Document the items in the final punch list and submit them to the contractor for close out. Verify completion of all work and provide a recommendation to City.
- Prepare record drawings. Submit the drawings in a hard copy and digital form.
- Verify that all documentation is accomplished and that all material inspections and certifications have been accounted for and are complete.
- Provide all documentation associated with the final balancing change order and final pay estimate.
- Complete job box and conduct all audit(s) with IDOT. The job box will remain property of the City.
- Close out project with IDOT within a reasonable time frame after all construction is completed.

SUBMITTAL REQUIREMENTS

Please submit six (6) hard copies and one (1) digital copy of your firm's qualifications for services by 4:00 PM CST, Friday, August 20th, 2021. Questions related to this QBS should be submitted by email to Barbi Brewer-Watson (bjbrewer-watson@citykankakee-il.gov). All questions must be received by 10:00 am CST on Wednesday, August 18th, 2021.

SOQ's should be mailed or dropped off in a sealed envelope marked **"The Office of the City Clerk" "South Schuyler Avenue Bike and Pedestrian Roadway Improvement Project" and delivered to the Kankakee City Clerk's Office, 304 S. Indiana Avenue, Kankakee, Illinois 60901."** A digital version should be emailed to bjbrewer-watson@citykankakee-il.gov.

Submittals should include:

1. Introduction

That includes the following information: name of firm, local address, telephone number, fax number, name of contact person, location of branch offices, if any, and states in which your firm is licensed to practice.

2. Key Staff

This section should include the following:

Key staff resumes

Listing of support staff, likely to work on the project

3. Project Approach

This section should include the following:

A description of the firm's thorough understanding of the scope of the project.

A description of the firm's proposed project team.

4. Similar Project Experience

Provide four recent examples of projects within the last five years that are similar in nature to this project.

Include a description of each project, including location, client, and scope of professional services delivered by your firm and the project team that staffed the project (project manager, resident engineer, inspector(s), etc.), duration of the project, and project cost.

5. Please include six (6) hard copies and one (1) digital copy of IDOT BDE DISC 2 Template as your conflict of interest form.

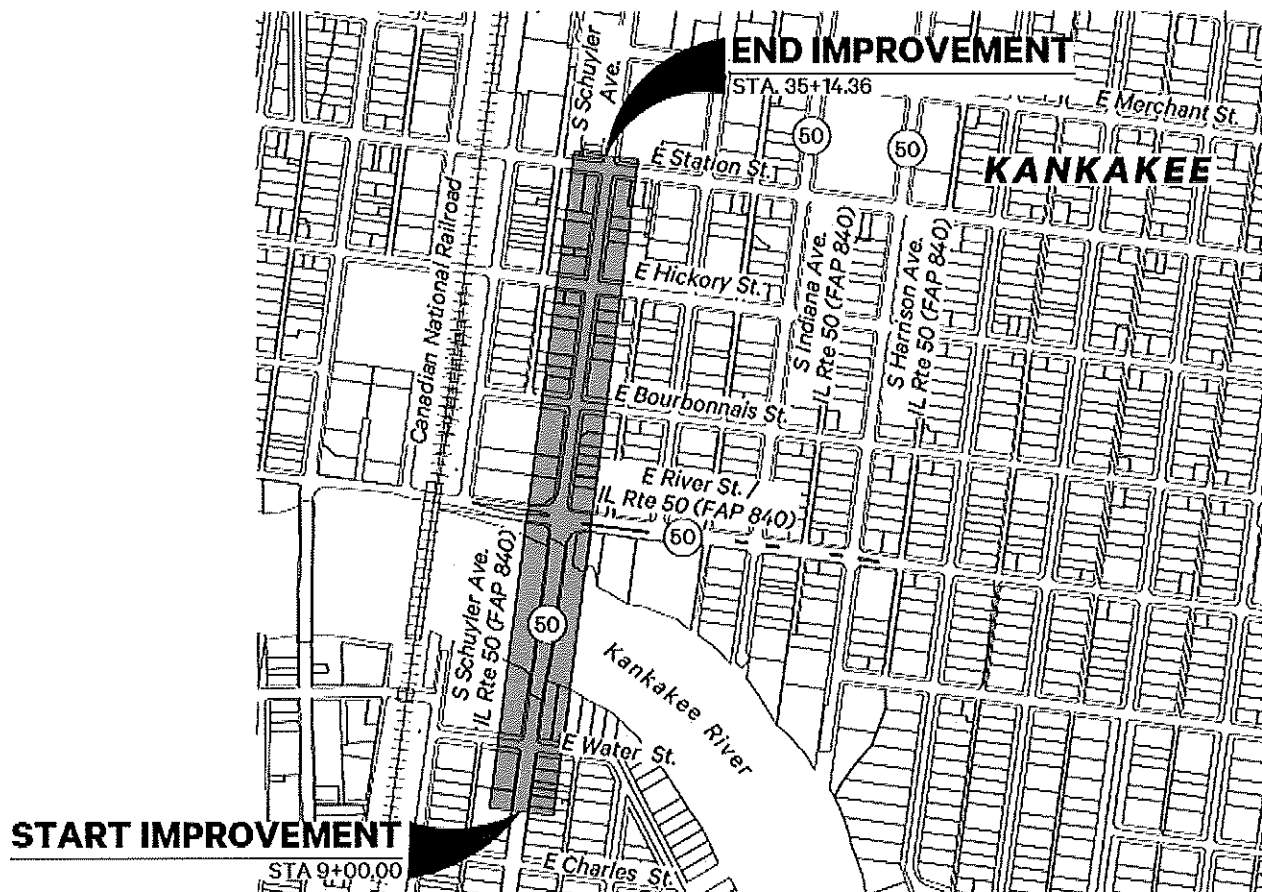
CRITERIA FOR REVIEW:

The following items will be considered when evaluating the consultants:

1. Technical Project Approach (10-30%)
 2. Firm Experience (10-30%)
 3. Specialized Expertise (10-30%)
 4. Staff Capabilities (Prime/Sub) (10-30%)
 5. Work Load Capacity (10-30%)
 6. Past Performance (10-30%)
 7. Local Presence*
 8. Participation of Qualified and Certified DBE Sub-consultants*
- (* The combined total of these two items cannot exceed 10%)

A selection committee comprised of designated staff from the City will evaluate the SOQ's. The SOQ's will be reviewed, evaluated, and scored, using the criteria and weights defined above. The selected consultant will be notified, and a final scope and hours will be negotiated. The City of Kankakee will use SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspension and debarments actions to ensure the eligibility of the selected firm. The engineering agreement will be cost plus fixed fee format using the BLR 05610 form.

Project Location Map & Limits



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South Schuyler Avenue Bike and Pedestrian Roadway Improvements
IDOT Section Number 20-00285-00-ST
Construction Engineering
City of Kankakee, Illinois

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- ☐ A description of the firm's proposed project team.

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- ☐ Provide four recent examples of projects within the last five years that are similar in nature to this project.

- ☐ Include a description of each project, including location, client, and scope of professional services delivered by your firm and the project team that staffed the project (project manager, resident engineer, inspector(s), etc.), duration of the project, and project cost.

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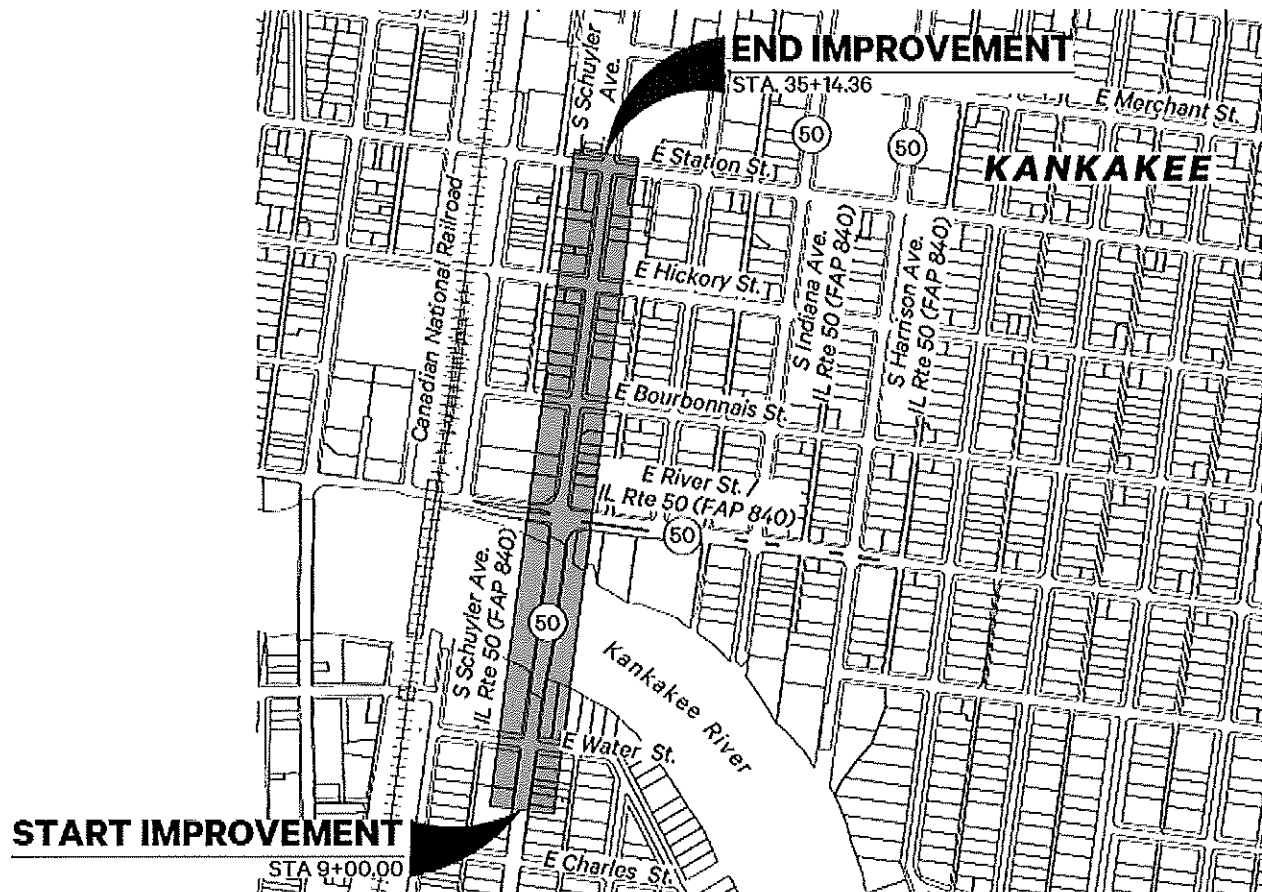
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Project Location Map & Limits



CONSULTANT'S DISCLOSURE STATEMENT

PTB #: _____

Firm Name: _____

RETURN WITH STATEMENT OF INTEREST

DISCLOSURES

- A. The disclosures hereinafter made by the firm are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the firm. The firm further certifies that the Department has received the disclosure forms for each statement of interest.

The IDOT Chief Procurement Officer (CPO) may void the offer or contract if it is later determined that the firm or subconsultant rendered a false or erroneous disclosure. A consultant or subconsultant may be suspended or debarred for violations of the Procurement Code. If a false certification is made by the subconsultant, then the consultant's submitted offer and the executed contract may not be declared void, unless the consultant refuses to terminate the subcontract upon the State's request after a finding that the subconsultant's certification was false.

B. Financial Interests and Conflicts of Interest

1. Section 50-35 of the Illinois Procurement Code provides that all offers of more than \$50,000 and all subconsultant agreements with an annual value of more than 50,000 shall be accompanied by disclosure of the financial interests of the firm. This disclosed information for the successful firm will be maintained as public information, subject to release by request pursuant to the Freedom of Information Act, filed with the Procurement Policy Board, and shall be incorporated as a material term of the contract. Furthermore, pursuant to Section 5-5, the Procurement Policy Board may review a proposal, bid, or contract and issue a recommendation to void a contract or reject a proposal or bid based on any violation of the Procurement Code or the existence of a conflict of interest as provided in subsections (b) and (d) of Section 50-35.

The financial interests to be disclosed shall include any ownership or distributive income share that is in excess of 5%, or an amount greater than 60% of the annual salary of the Governor, of the offering entity or its parent entity, whichever is less, unless the firm is a publicly traded entity subject to Federal 10K reporting, in which case it may submit its 10K disclosure in place of the prescribed disclosure. If a firm is a privately held entity that is exempt from Federal 10K reporting, but has more than 100 shareholders, it may submit the information that Federal 10K companies are required to report, and list the names of any person or entity holding any ownership share that is in excess of 5%. The disclosure shall include the names, addresses, and dollar or proportionate share of ownership of each person making the disclosure, their instrument of ownership or beneficial relationship, and notice of any potential conflict of interest resulting from the current ownership or beneficial interest of each person making the disclosure having any of the relationships identified in Section 50-35 and on the disclosure form. **The current annual salary of the Governor is \$177,412.00.**

In addition, all disclosures shall indicate any other current or pending contracts, proposals, leases, or other ongoing procurement relationships the offering entity has with any other unit of state government and shall clearly identify the unit and the contract, proposal, lease, or other relationship.

2. Disclosure Forms. Disclosure Form A is attached for use concerning the individuals meeting the above ownership or distributive share requirements. Subject individuals should be covered each by one form. In addition, a second form (Disclosure Form B) provides for the disclosure of current or pending procurement relationships with other (non-IDOT) state agencies and a total ownership certification. **The forms must be included with each statement of interest.**

C. Disclosure Form Instructions

Form A: Instructions for Financial Information & Potential Conflicts of Interest

If the firm is a publicly traded entity subject to Federal 10K reporting, the 10K Report may be submitted to meet the requirements of Form A. If a firm is a privately held entity that is exempt from Federal 10K reporting, but has more than 100 shareholders, it may submit the information that Federal 10K companies are required to report, and list the names of any person or entity holding any ownership share that is in excess of 5%. If a firm is not subject to Federal 10K reporting, the firm must determine if any individuals are required by law to complete a financial disclosure form. To do this, the firm should answer each of the following questions. A "Yes" answer indicates Form A must be completed. If the answer to each of the following questions is "No", then the **NOT APPLICABLE STATEMENT** on Form A must be signed and dated by a person that is authorized to execute contracts for the offering firm. Note: These questions are for assistance only and are not required to be completed.

1. Does anyone in your organization have a direct or beneficial ownership share of greater than 5% of the offering entity or parent entity?
YES ☐ NO ☐

2. Does anyone in your organization have a direct or beneficial ownership share of less than 5%, but which has a value greater than 60% of the annual salary of the Governor? YES ☐ NO ☐
3. Does anyone in your organization receive more than 60% of the annual salary of the Governor of the offering entity's or parent entity's distributive income? YES ☐ NO ☐

(Note: Distributive income is, for these purposes, any type of distribution of profits. An annual salary is not distributive income.)

4. Does anyone in your organization receive greater than 5% of the offering entity's or parent entity's total distributive income, but which is less than 60% of the annual salary of the Governor? YES ☐ NO ☐

(Note: Only one set of forms needs to be completed per person per statement of interest even if a specific individual would require a "Yes" answer to more than one question.)

A "Yes" answer to any of these questions requires the completion of Form A. The firm must determine each individual in the offering entity or the offering entity's parent company that would cause the questions to be answered "Yes". Each form must be signed and dated by a person that is authorized to execute contracts for your organization. **Photocopied or stamped signatures are not acceptable.** The person signing can be, but does not have to be, the person for which the form is being completed. The firm is responsible for the accuracy of any information provided.

If the answer to each of the above questions is "No", then the NOT APPLICABLE STATEMENT of Form A must be signed and dated by a person that is authorized to execute contracts for your company.

RETURN WITH STATEMENT OF INTEREST

Form B: Instructions for Identifying Other Contracts & Procurement Related Information

Disclosure Form B must be completed for each statement of interest submitted by the offering entity. *Note: Checking the NOT APPLICABLE STATEMENT on Form A does not allow the firm to ignore Form B. Form B must be completed, checked, and dated or the firm may be considered nonresponsive and the statement of interest will not be accepted.*

The firm shall identify, by checking "Yes" or "No" on Form B, whether it has any pending contracts (including leases), statements of interest, bids, proposals, or other ongoing procurement relationship with any other (non-IDOT) state of Illinois agency. If "No" is checked, the firm only needs to complete the check box on the bottom of Form B. If "Yes" is checked, the firm must identify each such relationship by listing the state of Illinois agency name and other descriptive information such as project number, title, contract, etc.

RETURN WITH STATEMENT OF INTEREST

**ILLINOIS DEPARTMENT
OF TRANSPORTATION**

**Form A
Financial Information &
Potential Conflicts of Interest
Disclosure**

Contractor Name		
Legal Address		
City, State, Zip		
Telephone Number	Email Address	Fax Number (if available)

Disclosure of the information contained in this form is required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500). Vendors desiring to enter into a contract with the state of Illinois must disclose the financial information and potential conflict of interest information as specified in this Disclosure Form. This information shall become part of the publicly available contract file. This Form A must be completed for statements of interest in excess of \$50,000, and for all open-ended contracts. This Form A must also be completed for subconsultant agreements with an annual value of more than \$50,000 from subconsultants identified in Section 20-120 of the Illinois Procurement Code and all open-ended subconsultant agreements. **A publicly traded company may submit a 10K disclosure (or equivalent if applicable) in satisfaction of the requirements set forth in Form A. See Disclosure Form Instructions.**
The current salary of the Governor is \$177,412.00.

DISCLOSURE OF FINANCIAL INFORMATION

- Disclosure of Financial Information.** The individual named below has an interest in the FIRM (or its parent) in terms of ownership or distributive income share in excess of 5%, or an interest which has a value of more than 60% of the annual salary of the Governor. **(Make copies of this form as necessary and attach a separate Disclosure Form A for each individual meeting these requirements.)**

FOR INDIVIDUAL (type or print information)	
NAME:	_____
ADDRESS:	_____ _____
Type of ownership/distributable income share:	
Stock <input type="checkbox"/>	Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> (explain on separate sheet):
% or \$ value of ownership/distributable income share: _____	

- Disclosure of Potential Conflicts of Interest.** Check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If the answer to any question is "Yes", please attach additional pages and describe.
 - State employment, currently or in the previous three years, including contractual employment of services.
 Yes ☐ No ☐
 If your answer is yes, please answer each of the following questions.
 - Are you currently an officer or employee of either the Capitol Development Board or the Illinois State Toll Highway Authority?
 Yes ☐ No ☐
 - Are you currently appointed to or employed by any agency of the state of Illinois? If you are currently appointed to or employed by any agency of the state of Illinois, and your annual salary exceeds 60% of the annual salary of the Governor, provide the name of the state agency for which you are employed and your annual salary: _____

RETURN WITH STATEMENT OF INTEREST

- 3) If you are currently appointed to or employed by any agency of the state of Illinois, and your annual salary exceeds 60% of the annual salary of the Governor, are you entitled to receive (i) more than 7-1/2% of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of the salary of the Governor? Yes ☐ No ☐
- 4) If you are currently appointed to or employed by any agency of the state of Illinois, and your annual salary exceeds 60% of the annual salary of the Governor, are you and your spouse or minor children entitled to receive (i) more than 15% in the aggregate of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of two times the salary of the Governor? Yes ☐ No ☐

-
- (b) State employment of spouse, father, mother, son, or daughter, including contractual employment services in the previous two years? Yes ☐ No ☐

If your answer is yes, please answer each of the following questions.

- 1) Is your spouse or any minor children currently an officer or employee of the Capitol Development Board or the Illinois State Toll Highway Authority? Yes ☐ No ☐
- 2) Is your spouse or any minor children currently appointed to or employed by any agency of the state of Illinois? If your spouse or minor children is/are currently appointed to or employed by any agency of the state of Illinois, and his/her annual salary exceeds 60% of the annual salary of the Governor, provide the name of your spouse and/or minor children, the name of the state agency for which he/she is employed and his/her annual salary. _____

-
- 3) If your spouse or any minor children is/are currently appointed to or employed by any agency of the state of Illinois, and his/her annual salary exceeds 60% of the annual salary of the Governor, are you entitled to receive (i) more than 7-1/2% of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of 100% of the annual salary of the Governor? Yes ☐ No ☐
- 4) If your spouse or any minor children are currently appointed to or employed by any agency of the state of Illinois, and his/her annual salary exceeds 60% of the annual salary of the Governor, are you and your spouse or minor children entitled to receive (i) more than 15% in the aggregate of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of two times the salary of the Governor? Yes ☐ No ☐

-
- (c) Elective status; the holding of elective office of the state of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the state of Illinois or the statutes of the state of Illinois currently or in the previous three years? Yes ☐ No ☐

-
- (d) Relationship to anyone holding elective office currently or in the previous two years; spouse, father, mother, son or daughter? Yes ☐ No ☐

-
- (e) Appointive office; the holding of any appointive government office of the state of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the state of Illinois or the statutes of the state of Illinois, which office entitles the holder to compensation in excess of the expenses incurred in the discharge of that office currently or in the previous three years? Yes ☐ No ☐

-
- (f) Relationship to anyone holding appointive office currently or in the previous two years; spouse, father, mother, son or daughter? Yes ☐ No ☐

-
- (g) Employment, currently or in the previous three years, as or by any registered lobbyist of the state government? Yes ☐ No ☐

-
- (h) Relationship to anyone who is or was a registered lobbyist in the previous two years; spouse, father, mother, son, or daughter? Yes ☐ No ☐
-

RETURN WITH STATEMENT OF INTEREST

- (i) Compensated employment, currently or in the previous three years, by any registered election or re-election committee registered with the Secretary of State or any county clerk of the state of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?

Yes ☐ No ☐

- (j) Relationship to anyone; spouse, father, mother, son, or daughter; who was a compensated employee in the last two years by any registered election or re-election committee registered with the Secretary of State or any county clerk of the state of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?

Yes ☐ No ☐

3. **Communication Disclosure.** Disclose the name and address of each lobbyist and other agent of the firm or offeror who is not identified in Section 2 of this form, who has communicated, is communicating, or may communicate, with any state officer or employee concerning the statement of interest, bid or offer. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the process and throughout the term of the contract. If no person is identified, enter "None" on the line below:

Name and address of person(s): _____

4. **Suspension or Debarment Disclosure.** For each of the persons identified under Sections 2 and 3 of this form, disclose whether any of the following has occurred within the previous 10 years: suspension or debarment from contracting with any governmental entity; professional licensure discipline; bankruptcies; adverse civil judgments and administrative findings; and criminal felony convictions. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the procurement process and term of the contract, if the bid or offer is successful. If no person is identified, enter "None" on the line below:

Name of person(s): _____

Nature of disclosure: _____

APPLICABLE STATEMENT

This Disclosure Form A is submitted on behalf of the **INDIVIDUAL** named on previous page. Under penalty of perjury, I certify the contents of this disclosure to be true and accurate to the best of my knowledge.

Completed by: ☐ _____
Signature of Individual or Authorized Officer Date

NOT APPLICABLE STATEMENT

Under penalty of perjury, I have determined that no individuals associated with this organization meet the criteria that would require the completion of this Form A.

This Disclosure Form A is submitted on behalf of the **FIRM** listed on the previous page.

☐ _____
Signature of Authorized Officer Date

The firm has a continuing obligation to supplement these disclosures under Sec. 50-35 of the Procurement Code.

RETURN WITH STATEMENT OF INTEREST

**ILLINOIS DEPARTMENT
OF TRANSPORTATION**

**Form B
Other Contracts &
Procurement Related Information
Disclosure**

Contractor Name		
Legal Address		
City, State, Zip		
Telephone Number	Email Address	Fax Number (if available)

Disclosure of the information contained in this form is required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500). This information shall become part of the publicly available contract file. This Form B must be completed for statements of interest in excess of \$50,000, and for all open-ended contracts. This Form B must also be completed for subconsultant agreements with an annual value of more than \$50,000 from subconsultants identified in Section 20-120 in the Illinois Procurement Code and for all open-ended subconsultant agreements.

DISCLOSURE OF OTHER CONTRACTS AND PROCUREMENT RELATED INFORMATION

1. **Identifying Other Contracts & Procurement Related Information.** The firm shall identify whether it has any pending contracts (including leases), statements of interest, bids, proposals, or other ongoing procurement relationship with any other state of Illinois agency: Yes ☐ No ☐

If "No" is checked, the firm only needs to complete the signature box on the bottom of this page.

2. If "Yes" is checked, identify each such relationship by showing state of Illinois agency name and other descriptive information such as PTB or project number (attach additional pages as necessary). SEE DISCLOSURE FORM INSTRUCTIONS.

THE FOLLOWING STATEMENT MUST BE CHECKED

<input type="checkbox"/> _____ Signature of Authorized Representative	_____ Date
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OWNERSHIP CERTIFICATION

Please certify that the following statement is true if the individuals for all submitted Form A disclosures do not total 100% of ownership.

Any remaining ownership interest is held by individuals receiving less than \$106,447.20 of the bidding entity's or parent entity's distributive income or holding less than a 5% ownership interest.

☐ Yes
 ☐ No
 ☐ N/A (Form A disclosure(s) established 100% ownership)